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Approved For Release 2001/07/28 : CIA-RDP72-00450R000100240064-6

c.)

25 September 1968

MEMORANDUM FOR:

SUBJECT : Designee to attend Records Management Conference

1. A Conference of Records Management Officers will be held
22-23 October 1968, at [REDACTED]

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2. The purpose of the conference is to have a meeting of all Agency Records Management Officers to study and discuss new techniques of information storage and retrieval. Especially considered this year will be the various aspects of microminiaturization and automation. The theme of this conference is particularly appropriate at this time when all offices of the Agency are asked to examine and reduce their records holdings.

3. A prominent Officer of the Federal Office of Records Management, Paperwork Standards & Automation Division, will be the keynote speaker. Various officers of the Agency will speak on ADP and micro-forms. Other talks, films, announcements, forums, and discussion groups on various aspects of the total Records Program will be conducted.

4. This Records Management Conference has been approved by the Deputy Director for Support. Please designate your Records Management Officer or an appropriate alternate to attend the Conference. The representative will be expected to participate in all sessions and spend [REDACTED]

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*Letter to Office
Head - get a conference
Send 21 Sept 1968*

[REDACTED] Chief, Support Services Staff

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